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MM 601 Parish: Inside the Walls

C. Milton Lowe

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Syllabus

Course: MM601 X1 (SP 2009)
Title: Parish: Inside the Walls
Hours: 2.00
Published: Yes, on 02/02/2009
Prerequisites:

IS501 and IS502

Department: Mentored Ministry
Faculty: Dr. Milton Lowe



Email: milton.lowe@asburyseminary.edu
 Office: BC 118
 SPO: 950

Meetings:

During 02/09/2009 to 05/22/2009 Online via ExL.

Maximum Registration: 16

Catalog Description: Designed for M.Div. degree students, this course requires eight hours of hands-on ministry/week in an approved local church context with a Pastoral Mentor, in addition to a weekly, 2-2.5 hour Campus Reflection Group. Normally, a student will contract with the same local church for two, continuous semesters (MM601 and MM602). Students are encouraged to be involved in their local church placement prior to and following their Mentored Ministry courses for continuing learning and ministry experience.

Objectives:

jGraphic

SPRING 2009 MM601—Mentored Ministry ExL Section X1 Syllabus & Class Calendar

Facilitator: C. Milton Lowe, D.Min.

E-Mail Address: milton.lowe@asburyseminary.edu.
 Office Phone: 859/858-2146
 Fax: 859/858-2371 (*use this number for sending assignments to prof.*)

Important Information

- (1) *Before you start the semester*, your mentor must be approved and trained by the Mentored Ministry office. If your mentor is unable to attend an on-campus mentor training event, a training DVD will be provided. Please send the name, address, and phone number of your mentor to the Mentored Ministry Office on the Wilmore campus.
- (2) You will complete a minimum of eight (8) hours work, per week, at your ministry placement.
- (3) Please read the Mentored Ministry Handbook *carefully* as you will responsible for its content.

Required Textbooks:

Reframing Your Ministry by Anthony J. Headley (Nappanee, Indiana: Evangel), 2007.

Mentored Ministry Handbook: MM 601/602: (available as a pdf in the Virtual Classroom)

Mentored Ministry Forms: (MM601 E-Forms under Mentored Ministry Resources located in the Virtual Classroom)

Mentored Ministry via ExL is comprised of two main components

1. Field Experience
2. Theological Reflection in an online Reflection Seminar.

Relative to the *Field Experience* component, each of you will have a field placement in a local church or ministry setting in which you will practice “hands-on” ministry. You will minister for at least eight hours a week for the duration of the semester under the supervision and mentoring of a qualified minister. In addition to the eight hours of ministry involvement there should be a one hour one-on-one meeting with your mentor.

Relative to the *Reflection Seminar* component, ExL Mentored Ministries gets interesting! Led by a Reflection Group Facilitator, you and other ExL students will reflect together theologically on your ministry experiences using your own self-referent case studies.

The manner in which you in the ExL Mentored Ministry class will reflect on a case together will likely be done asynchronously. The term “asynchronous” means we can share thoughts that are continuous and in a logical stream even though we may communicate at different times throughout the week from widely different geographical sites. Please read more under the heading “**ONLINE SECTION DESCRIPTIONS AND COMMUNICATION GUIDELINES.**”

The entire reflection will be done through our new Virtual Campus environment powered by Moodle. Instructions for what to post and when are included with the **Course Outline and Assignment Schedule** at the end of this syllabus.

If you have not done so already, please go through the Virtual Campus online tutorial at: Call or email Info Commons for the current location--: Info.Commons@asburyseminary.edu Phone: (859) 858-2233; Toll-free: (866) 454-2733

Assignments

1. Read the professor’s welcome message, the syllabus, and the Mentored Ministry Handbook thoroughly and place due dates on your calendar. Some due dates also appear on the calendar on the right side of the Virtual Classroom screen.
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1. Post an introduction of yourself and your ministry context, in 200 words or less, in the appropriate Forum by 11:59 p.m. ET, Wednesday, February 11th.
-
1. Submit a Learning Covenant (Mentor-Student Contract and Growth Goals Planning Sheets) by February 25th, 11:59 p.m. ET. A location for this assignment to be uploaded will be provided in the virtual classroom. See The Mentored Ministry Handbook for details about this document. A description is found on pp. 6-8 and the forms for this are located in The Virtual Classroom.

NOTE: All the necessary forms are available as Word docs (E-Forms Folder) located in “Mentored Ministry Resources” or on the Mentored Ministry web page. *PLEASE use the ones in the E-Forms folder in the “Mentored Ministry Resources”.* They are slightly different from the ones on the web. Many of them may be sent electronically via email but some still need to be faxed or mailed due to the necessity of signatures. You may fax them to the professor at 859-858-2371. If you prefer to scan them and attach them to an email, please save them as pdfs. If you can’t save them as pdfs please fax them. **DO NOT** send jpgs. They are often difficult to print and read.

1. **(OPTIONAL)** Form The Parish Advisory Group as described in the Handbook on p. 12. This is recommended but, for now, in the new MMin setup, is optional.
1. Each week, prior to your participation read thoroughly the case study to be discussed that week (It will be posted by the previous Wednesday). Complete the assignment “Case Study Discussion Questions” to post each Monday before 11:59 p.m.. Guidelines for this are found in the Mentored Ministries Handbook on p. 18. **NOTE:** A single document containing the questions for this assignment is in “Mentored Ministry Resources” as CaseStudyQues.doc and is slightly different from the copy in the Handbook. **Please use the one in the Virtual Classroom and note the instructions at the beginning.**
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1. Prepare one case study using the guidelines on pp. 14-16 in the Handbook.

NOTE: A case study outline document named CaseStudyOutline.doc is located in “Mentored Ministry Resources” for your convenience. Please open this Word doc, fill in the answers to the questions and resave it using your name and the assigned case number (for example: Smith Case #5). You should then submit this on your assigned date by clicking on the appropriate forum and attaching it.

A sample case study, named SampleCaseStudy.doc is located in “Mentored Ministry Resources”. The schedule for case study

presentations will be randomly selected and posted by the professor.

1. Submit a 2-3 page reflection paper on the textbook, *Reframing Your Ministry*. In your response describe how the book challenged you in relation to your ministry. What does it say to you about what you need to be doing more or less of in your ministry and your life? Include any areas where you disagree, if you do, with the authors.
1. Submit a final Student Self – Evaluation, a Student Evaluation Narrative, and a Mentor Evaluation (completed by your mentor). These forms are found in “Mentored Ministry Resources”. Following the course these will be filed in the MMIN Office where they will be available to judicatories under which you may be serving.
1. Submit other required course forms as described in the MMIN Handbook (Monthly Growth Goals Progress Reports and Dialogical Journals). These are also outlined in the Course Outline and Assignment Schedule, some during the semester and some at the end. Review the entire **Course Outline and Assignment Schedule** to be aware of all due dates. Several forms are due at the end of the semester. Don’t let these due dates surprise you—plan ahead.

ONLINE SECTION DESCRIPTIONS AND COMMUNICATION GUIDELINES

The Virtual Classroom is built upon the open-source Moodle platform. By logging into <http://one.asburyseminary.edu> and clicking on the Virtual Campus tab (upper right corner) you will have access to this course and be able to collaborate with participant-colleagues and me throughout the course.

The following are functions with which you should familiarize yourself:

1. The Course Information Center contains many features to be used throughout the semester: a) Course News and Announcements, where I will post items important for the entire class; b) Syllabus, where a copy of the syllabus is provided; c) To Professor, which is a way for you to post a message directly to me and we can discuss an issue privately; d) Course Questions, which is a public forum where you can publicly post any questions you have regarding the course so others may see your message and respond. Anytime you have a question or comment about the course, the schedule, the assignments, or anything else that may be of interest to other participants and me you should post it to the Course Questions Forum; e) Prayer Forum, which is a public forum where you can post prayer concerns and praises for all to see. This is a way for us to build community; f) Open Forum, which is a public forum where you can post anything that is not course-related for all to see. Examples include someone getting married, an upcoming birthday, discussions on topics not course-related, etc. This is a way for us to build community.

2. Modules, which are located below the Course Information Center, will contain forums where group discussions will take place, documents or other files to download or view online, and assignment links where you will post your assignments to me. Modules will be clearly labeled so you can follow along during the semester.

Virtual Support Contact Information

For technical support, library research support, library loans and virtual media contact Information Commons:
Info.Commons@asburyseminary.edu Phone: (859) 858-2233; Toll-free: (866) 454-2733

For general questions and administrative assistance regarding the Virtual program, contact Dale Hale: ExL.Office@asburyseminary.edu
Phone: (859) 858-2393

Accessing Information Commons Materials

1. General Questions:

a. The Information Commons is a "one-stop shop" for all student research, circulation and technical needs. The Information Commons hours are posted here: <http://private.asburyseminary.edu/information-commons>

2. Materials Requests:

a. To search the library catalog for available materials, click here: <http://private.asburyseminary.edu/information-commons>

b. Virtual Students may request books, photocopies or emailed attachments of journal articles/portions of reference books from Asbury Seminary's Library. Please allow 3-10 business days for all requests to be filled. Contact the Information Commons for costs and instructions on how to make requests.

c. Virtual students are encouraged to make use of local library resources. Students who live within a 50 mile radius of either the Florida or the Kentucky campus should come to campus to obtain their materials.

3. Research Questions:

a. Virtual students are encouraged to contact the Information Commons for research assistance including help determining the best sources to use for a paper, finding book reviews, or research questions about using the online databases or any other library materials.

4. Online Databases:

a. To access the online library resources including the library catalog and full-text journal databases, go to <http://www.asburyseminary.edu/information> and enter your 10-digit student ID# number in the login box. Your student ID# is provided on the biographical information section of the student registration webpage. Add a 2 and enough 0's to the front to make a 10-digit number (20000XXXXX where XXXXX = your student id).

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Buying Books. Address an e-mail to ATS Bookstore. Type in on the "address" line of a new e-mail, ATS.Bookstore@asburyseminary.edu. This will send your message to our local Cokesbury bookstore on the Wilmore campus. You may also call the Cokesbury bookstore toll free at 1-866-855-8252.

For questions regarding the syllabus or our course, post them in the Course Questions forum in the Course Information Center. If you have a particular question, it is likely others in the class will have a similar question and will benefit from the exchange. We want to "iron out any wrinkles" that may inhibit the learning process.

Administrative/Academic Matters: If you have MMIN related concerns of any kind such as, academic matters, finding a placement matched to your needs, exploring the possibility of an internship or whatever, please contact the MMIN office. The folks there are ready to assist you in any way they can. **(859) 858-2224.**

CONCLUSION

In conclusion, Mentored Ministry provides you with an opportunity to meld Christian mind and ministry practice. For many students, having to anticipate performing in ministry, sometimes for the first time, is not without its anxiety; however, experience bears out that most students have rewarding experiences in mentored ministry.

Revised 01/09

COURSE OUTLINE AND ASSIGNMENT SCHEDULE

GUIDELINES FOR COURSE OUTLINE AND ASSIGNMENT SCHEDULE:

The class will be divided into two groups of 7 students each and will process 7 case studies together. This allows time in the beginning of the semester to get acquainted with each other and the case study method. It also gives the student presenting the first case sufficient time to prepare it. *(If class enrollment is less than 14 this schedule will be adjusted)*

The teams will be labeled Alpha and Omega. The Alpha group will process odd numbered cases (1,3,5,7,9,11,13) and the Omega group will process even numbered cases (2,4,6,8,10,12,14). This gives every case during the semester a unique number which is mostly for the benefit of the professor.

Forums will be used where cases will be posted and all interaction around the cases will occur. Simply click on the corresponding forum and the Virtual Classroom automatically controls your access to your respective group.

The basic schedule for week 3 (when the first case is presented) and beyond will be as follows:
(all assignments are to be posted by 11:59 p.m. on the day due)

Wednesday – case study will be posted (attach as a word processing document to a post in the appropriate forum--put your last name followed by the case number in the subject line – i.e. – Smith Case #5). Use the CaseStudyOutline.doc as a guide for setting up your case study.

- By Monday – Answers to Case Study Questions will be posted based on the case study posted the previous week (download the CaseStudyQues.doc which is slightly different from the copy in the Handbook, **copy and paste the questions directly into your post**, type in your answers there and then submit the post (**be sure to read the instructions at the top of this document**).
- By Wednesday – Previous case will be discussed as outlined below in the “**Instructions for posting case studies and responses**”.
- Post two additional responses in the appropriate forum interacting with other class members (that is a total of 3 posts per case—one answering the case study questions plus two others).

NOTE TO PRESENTERS: As students list the questions they would like to have answered about each case, the presenter should answer as many of those questions as possible, responding directly within the appropriate forum for everyone to see.

- By 11:59 p.m. on Wednesday all responses should be posted (3 per student) and the next case will be posted, and the process begins again. On Wednesday of each week the professor will set up a new forum to avoid the confusion of having more than one case discussed in a given forum. Please pay attention to forum titles.

We will take this general approach to our weekly discussion without assigning a student the role of moderator as described in the handbook and used in the physical classroom setting.

Time Commitment: You are expected to spend 8 hours in your ministry placement each week plus a 1 hour session with your mentor. You should also expect to spend approximately 3-4 hours each week processing the current case and responding to other class members. Additional time will be required during the semester to write up your case study and complete assigned reports.

ONLINE REFLECTION AND ASSIGNMENT SCHEDULE

- Week 1 – February 9-15
 - Read the professor’s welcome and introduction posted in the virtual classroom.
 - Print out a copy of the Mentored Ministry Handbook, MM 601/602 Handbook.pdf found in “Mentored Ministry Resources”.
 - Read the syllabus and Mentored Ministry Handbook thoroughly and place due dates on your calendar (include case presentation dates once they are posted by the professor)
 - Post an introduction of yourself & your ministry context in 200 words or less. **Post this introduction by 11:59 p.m. on Wednesday, February 11th.**
 - **(OPTIONAL)** Form The Parish Advisory Group as described in the Handbook on p. 12. This is recommended but, for now, in the new MMIN setup, is optional.
 - Review The Case Study chapter in the Mentored Ministry Handbook (pp. 14-17)
 - Begin work on Learning Covenant. See The Mentored Ministry Handbook (located in “Mentored Ministry Resources”) for details about this document. A description is found on pp. 6-8 and the forms for this are found in “Mentored Ministry Resources”.
 - Begin keeping a journal as described in the handbook (pp. 26-27). **NOTE:** use the new form found in MM601 E-forms under Mentored Ministry Resources in the Virtual Classroom.
 - Begin reading the text, *Reframing Your Ministry*, and read throughout the semester. A reflection paper, as described above under Assignments #7, is due at the end of the semester.
- Week 2 – February 16-22
 - Continue working on items from week 1, giving particular attention to the preparation of your Learning Covenant.
 - **(OPTIONAL)** Convene the initial meeting of the Parish Advisory Group to review your growth goals and schedule the 3 remaining monthly meetings, normally the first week of each month. A guidebook—*Parish Advisory Group: Partners in Ministry Training* (PAG Manual.pdf)—is available in “Mentored Ministry Resources” to help in preparing for the group meetings.
- Week 3 – February 23—March 1
 - Post **Learning Covenant** (Mentor-Student Contract and Growth Goals Planning Sheets) by February 25th, 11:59 p.m. ET. A location for this assignment to be uploaded will be provided in the virtual classroom.

Instructions for posting case studies and responses—below is the procedure we will follow for posting and responding to weekly case studies: These instructions are in a separate document found in “Mentored Ministry Resources” (PostingInstructions.doc). Please print it out and keep it handy as you process each case.

To post a case study: (Post on Wednesday by 11:59 p.m. ET) Download the “Case Study Outline” (CaseStudyOutline.doc) from “Mentored Ministry Resources”. Set up your case study according to this outline. You may simply fill in all the areas that apply to your case. Resave the document, naming it, using your last name and the number of the case (i.e. – Smith Case #5). Attach it to your post in the current Case Studies Forum in The Virtual Classroom. See the “SampleCaseStudy.doc” for an example of letters A – F. Letter G on the outline will vary with each case.

To respond to a case study: Open the Case Study Questions document (CaseStudyQues.doc) in “Mentored Ministry Resources”. Copy the questions, paste them into a forum post, answer them in the post, and then submit the post by 11:59 p.m. on the Monday following the posting of the case. (see instructions at the top of the page)

Read several of your classmates’ posted answers to the Case Study Questions and by Wednesday night at 11:59 p.m., post two additional responses in the appropriate forum interacting with other class members.

That is a total of 3 postings per case I will be looking for from each student: one answering the case study questions plus two others.

This is the kind of thing that would happen if we were in class together.

NOTE TO PRESENTERS: Please answer questions posed by other students about your case responding to their emails in the appropriate forum.

- Week 4 – March 2-8
 - Post Case Studies #1 and #2 by Wednesday, 11:59 p.m.
- Week 5 – March 9-15
 - Post Responses for Case Studies #1 and #2 (Case Study Questions by 11:59 p.m. on Monday and 2 additional responses by 11:59 p.m. on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #3 and #4 by Wednesday, 11:59 p.m.

Meet with **Parish Advisory Group** during the week. (OPTIONAL)

Reports due by 11:59 p.m. on Friday, March 13

Ministry & Growth Goals Progress Report along with a copy of your Dialogical Journal

- Week 6 – March 16-22
 - Post Responses for Case Studies #3 and #4 (Case Study Questions by 11:59 p.m. on Monday and 2 additional responses by 11:59 p.m. on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #5 & #6 by Wednesday, 11:59 p.m.
- Week 7 – March 23-29
 - Post Responses for Case Studies #5 and #6 (Case Study Questions by 11:59 p.m. on Monday and 2 additional responses by 11:59 p.m. on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #7 and #8 by Wednesday, 11:59 p.m.

- Week 8 – March 30—April 5
SPRING READING WEEK

- Week 9 – April 6-12
 - Post Responses for Case Studies #7 and #8 (Case Study Questions by 11:59 p.m. on Monday and 2 additional responses by 11:59 p.m. on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #9 and #10 by Wednesday, 11:59 p.m.

Meet with **Parish Advisory Group** during the week. (OPTIONAL)

Reports due by 11:59 p.m. on Friday, April 10

Ministry & Growth Goals Progress Report along with a copy of your Dialogical Journal

- Week 10 – April 13-19
 - Post Responses for Case Studies #9 and #10 (Case Study Questions by 11:59 p.m. on Monday and 2 additional responses by 11:59 p.m. on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #11 and #12 by Wednesday, 11:59 p.m.
- Week 11 – April 20-26
 - Post Responses for Case Studies #11 and #12 (Case Study Questions by 11:59 p.m. on Monday and 2 additional responses by 11:59 p.m. on Wednesday)
 - Presenter answers questions posed by other students
 - Post Case Studies #13 and #14 by Wednesday, 11:59 p.m.
- Week 12 – April 27—May 3
 - Post Responses for Case Studies #13 and #14 (Case Study Questions by 11:59 p.m. on Monday and 2 additional responses by 11:59 p.m. on Wednesday)
 - Presenter answers questions posed by other students
- Week 13 – May 4-10
 - Give your mentor the “Mentor Evaluation” form to be completed and returned to you by Sunday, May 10.

Reports due by 11:59 p.m. on Friday, May 8

Ministry & Growth Goals Progress Report along with a copy of your Dialogical Journal

- Week 14 – May 11-17
 - Complete “Student Self-Evaluation” form and turn it in to the professor along with the mentor’s “Mentor Evaluation” –
These reports are due to the professor by 11:59 p.m. on Friday, May 15.

Have final **Parish Advisory Group** meeting and get signed copy of Parish Advisory Group Evaluation Report to be submitted to the professor (**OPTIONAL**)

- Week 15 – May 18-22 (last week of fall term)

Turn in Reflection paper on text, *Reframing Your Ministry*, and Student Evaluation Narrative by 11:59 p.m. ET on Thursday, May 21.

Final Note

I want to be available to help you in any way I can. The most expedient way to reach me is via email. So if you have a need, email me right away. If you want to call, you are welcome to do so. My direct office number is 859-858-2146.